



## ARIZONA EARLY INTERVENTION PROGRAM FOR INFANTS AND TODDLERS

**[Write in Agency/Program Name]**

### **PRIOR WRITTEN NOTICE/NOTICE OF ACTION**

**Parent's Name:** \_\_\_\_\_ **Child's Name:** \_\_\_\_\_

**Parent's Address (w/zip code):** \_\_\_\_\_

As the parents of a child who is involved with the Arizona Early Intervention Program, you have protections under the Individual with Disabilities Education Act. These protections are found in the Procedural Safeguards booklet, which is provided to you with this notice. Prior written notice is one such protection. It means that we will let you know ahead of time about certain changes that the team wants to make and give you the chance to say "yes" or "no" to those changes. The following are the changes that the team is proposing/refusing and the reasons for the changes.

\_\_\_\_\_ **Propose**

\_\_\_\_\_ **Refuse**

- ( ) Initial identification/evaluation
- ( ) Change identification/evaluation (no longer eligible for AzEIP)
- ( ) Initiate placement/provision of early intervention services
- ( ) Change in placement /provision of early intervention services
- ( ) Other (specify): \_\_\_\_\_

**Description of action(s):**

**Reasons for the action:**

- ☐ The family has been informed of their procedural safeguards and received a copy of the Procedural Safeguards Booklet.
- ☐ The family has been informed of their procedural safeguards and have access to a copy of the Procedural Safeguards Booklet.

Please contact me as soon as possible if you have any questions about this action or your procedural safeguards. **Date this Notice was given/sent to parent/responsible party:** \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Program/Agency\*

\_\_\_\_\_  
Phone #

\* If you are receiving services through DES/Division of Developmental Disabilities (DDD), you may also seek to resolve your concerns with the DDD supervisor/District Manager and/or file a request for an Administrative Review by contacting the Division of Developmental Disabilities, Compliance and Review Unit, P.O. Box 6123, Site Code 791A, 1789 W. Jefferson, Fourth Floor, Phoenix, AZ 85005 or Tel. (602) 542-0419; Fax (602) 364-2850 **within 35 calendar days of the date of this letter.**